

# Financial Statement Adjustment

Date: [Insert Date]

Your Name  
Your Position  
Company Name  
Company Address  
City, State, Zip Code

Recipient Name  
Recipient Position  
Recipient Company Name  
Recipient Company Address  
City, State, Zip Code

Dear [Recipient Name],

Subject: Adjustment to Financial Statement

We are writing to inform you of an adjustment made to our financial statement for the period ending [Insert Date]. During our recent review, we identified discrepancies that we believe require rectification to ensure the accuracy of our records.

The specific adjustments are as follows:

- Adjustment 1: [Describe adjustment]
- Adjustment 2: [Describe adjustment]
- Adjustment 3: [Describe adjustment]

We apologize for any confusion this may have caused and assure you that we are committed to maintaining the integrity of our financial reporting. Attached, please find the revised financial statement reflecting these adjustments.

If you have any questions or need further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]